

U.S. Bankruptcy Court Southern District of Georgia CM/ECF Skills Checklist

Use this checklist to determine whether you will be ready to receive training in the CM/ECF system. If you answer “No” to any of the questions below, you should seek appropriate training *before* you register for the CM/ECF training that will be offered by the Clerk’s Office next year.

- 1) I know how to use a windows-based word processing software package like Corel WordPerfect 9, Microsoft Word 2000 or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence.
- 2) I know how to access the Internet *and* how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office computer.
- 3) Specifically, when using a Browser, I can do all of the following:
 - < use the *Forward* and *Backward* buttons
 - < set up bookmarks (like the court’s web site)
 - < click on check boxes using my mouse
 - < type in text boxes
 - < download files
 - < print documents
 - < set my home page address
 - < use hyper links
- 4) I know how to find the Bankruptcy Court’s Internet site at the following address:
www.gas.uscourts.gov.
- 5) I know how to read a Portable Document Format (PDF) file using Adobe Acrobat Reader software.
- 6) I know how to create, scan or print a document into a PDF format.
- 7) I know how to use my office e-mail system to send messages to people outside of my office.
- 8) I know how to add e-mail addresses to my office e-mail system.
- 9) I know how to attach a file to an e-mail message.

If you have questions about the skills you will need to easily use the CM/ECF system, please contact the Department of Computer Services at (912) 650-4201.